

SESSION 2 · WORKSHEET

Talking about trends: key figures for the board

Present perfect with since / for · present perfect continuous

Today's goal

By the end of this session, you can present **key figures** about your school: how numbers have changed, since when, and which projects are still in progress.

Warm-up

How long have you worked in education? · How long have you been in your current position? · What number at your school has changed the most recently?

Part A · Vocabulary: school data and trends

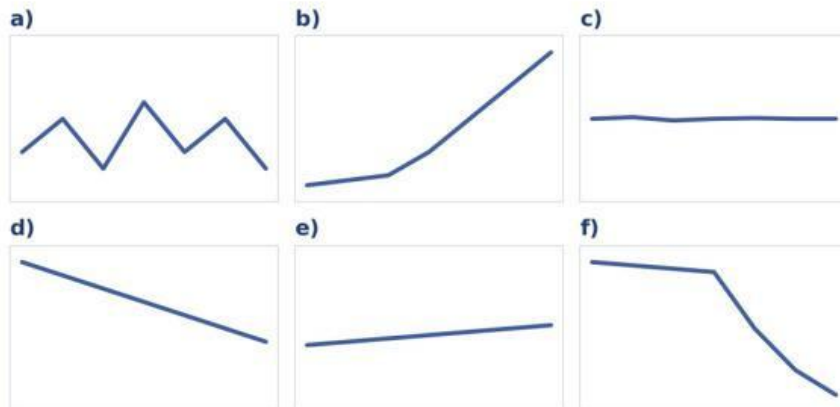
Exercise 1 · Match the words with the definitions

Write the correct letter next to each word.

#	Word	Letter	Definition
1	retention rate	_____	a) money that helps a student pay for school
2	teacher turnover	_____	b) the percentage of students who stay at the school from one year to the next
3	attendance	_____	c) a list of families who want a place when one becomes available
4	waiting list	_____	d) a prediction of future numbers
5	scholarship	_____	e) the percentage of teachers who leave the school each year
6	operating costs	_____	f) the 12-month period used for the budget and accounts
7	fiscal year	_____	g) the money needed to run the school every day
8	forecast	_____	h) how regularly students come to class

Exercise 2 · Match the expressions with the graphs

Write the letter of the graph next to each expression.



1. rise sharply ____	2. increase slightly ____	3. remain stable ____
4. fall sharply ____	5. decrease gradually ____	6. fluctuate ____

Numbers and prepositions

Enrollment rose **by** 8%. → the difference

Enrollment rose **to** 3,200. → the final number

Enrollment rose **from** 400 **to** 520. → the start and the end

There was **a rise of** 8% **in** enrollment. → noun form

Part B · Listening: key figures at a network meeting

Andrés Solís is the Director of Admissions for a network of five schools. He presents some key figures at the start of a planning meeting.

Exercise 3 · Listen and choose the correct answer

Listen once. Circle *a*, *b* or *c*.

- What is the main purpose of the talk?
 (a) to share key figures before planning next year (b) to announce new tuition fees
 (c) to present a new campus
- Which campus has grown the most?
 (a) Puebla (b) Querétaro (c) Toluca

3. Why did enrollment in Puebla fall?
(a) Tuition increased. (b) A new school opened nearby. (c) Many teachers left.
4. According to Andrés, why is teacher turnover lower?
(a) higher salaries (b) the mentoring program (c) the new admissions platform
5. Which statement is true?
(a) The admissions platform is finished. (b) The scholarship policy review is still in progress. (c) Retention has fallen below 90%.
6. When does Andrés expect results from the two projects?
(a) before December (b) in January (c) next school year

Exercise 4 · Listen again and complete the notes

Write a number, a year, a month or a period of time.

Indicator	Notes
Network enrollment	up _____ % since 2022
Students today	_____ students
Querétaro campus	from 400 to _____ students · waiting list since _____
Puebla campus	fell sharply in _____ · now stable at around _____ students
Retention rate	above 90% for _____
Teacher turnover	from _____ % to _____ %
Mentoring program	running for _____
New admissions platform	in progress since _____
Scholarship policy review	in progress for _____

Part C · Grammar in context

Look at your notes in Exercise 4. Andrés connects the past with **now**. That is why he uses the present perfect.

1. Since or for?

Word	Use it with...	Examples from the talk
since	a point in time: a year, a month, a day, an event	Enrollment has risen by 8% since 2022 . / We have been working on the platform since January .
for	a period of time: how long	Retention has stayed above 90% for four years . / The team has been running the program for eighteen months .

Question: *How long* has the campus had a waiting list? → *Since March*.

2. Present perfect simple or continuous?

Present perfect simple: have / has + participle	Present perfect continuous: have / has been + -ing
Focus on the result or the number : how much, how many.	Focus on the activity and how long . It is often still in progress.
Enrollment has risen by 8%.	We have been working on the new platform since January.
Turnover has dropped to 11%.	The finance team has been reviewing the policy for six weeks.
Querétaro has grown from 400 to 520 students.	Our academic team has been running the program for 18 months.

Some verbs are **not** used in the continuous form: *have* (possession), *be*, *know*, *believe*, *need*, *want*.

✓ The campus **has had** a waiting list since March. ✗ The campus has been having a waiting list.

3. Past simple for finished periods

When the time is **finished**, use the past simple, even with numbers:

Enrollment in Puebla **fell** sharply **in 2023**. **Since then**, it **has remained** stable.

Careful!

X I work here since 2020. ✓ I **have worked** here since 2020.

X We have been working on it **since** six months. ✓ ... **for** six months.

X Enrollment has risen **in** 8%. ✓ Enrollment has risen **by** 8%.

X Costs have **raised**. ✓ Costs have **risen**. / The board **raised** tuition.

rise = go up (no object) · *raise* = make something go up (with an object)

Irregular verbs you need today

Base form	Past simple	Past participle	Example
rise	rose	risen	Costs have risen.
fall	fell	fallen	Enrollment fell in 2023.
grow	grew	grown	The campus has grown.
have	had	had	We've had a waiting list since March.
spend	spent	spent	We've spent 2 million pesos.
leave	left	left	Five teachers have left.

Part D · Practice

Exercise 5 · Complete with since or for

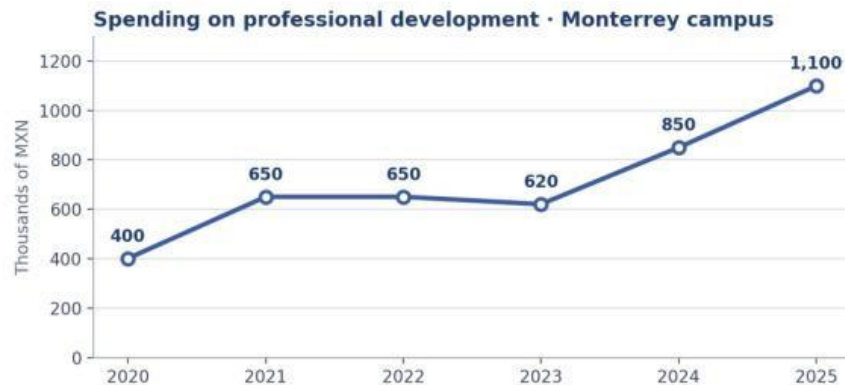
1. Enrollment has risen by 8% _____ 2022.
2. We have been working on the new curriculum _____ six months.
3. The Querétaro campus has had a waiting list _____ March.
4. I have been the principal of this school _____ three years.
5. Turnover has dropped _____ the new director arrived.
6. The finance team has been reviewing the policy _____ six weeks.
7. Attendance has improved _____ last semester.
8. We haven't raised tuition _____ a long time.

Exercise 6 · Choose the correct option

1. We (have hired / have been hiring) twelve new teachers this year.
2. The academic team (has worked / has been working) on the new curriculum since August, and it isn't finished yet.
3. Enrollment (has increased / has been increasing) by 8% since 2022.
4. I (have known / have been knowing) our CFO for ten years.
5. How long (have you had / have you been having) this problem with the payroll software?
6. The auditors (have checked / have been checking) the accounts all morning. They're still in the meeting room.
7. We (have opened / have been opening) two new campuses since 2020.

Exercise 7 · Describe the chart

Complete the paragraph with the words in the box. Use each word once.



rose · remained · fell · has risen · has increased · to · have been running

Spending on professional development at the Monterrey campus (1) _____ sharply in 2021, from 400 to 650 thousand pesos. In 2022, it (2) _____ stable, and in 2023 it (3) _____ slightly to 620 thousand.

Since 2023, however, spending (4) _____ steadily. In total, it (5) _____ by 480 thousand pesos, from 620 (6) _____ 1,100 thousand. The main reason is our new coaching program: we (7) _____ it for two years.

Part E · Your turn: key figures for your school

Exercise 8 · Plan and present (1 minute)

Choose three real indicators from your school or area. Complete the table. Then present them to your teacher as if you were at a board meeting.

Indicator	Before (year + number)	Now	Change	Reason
1.				
2.				
3.				

Useful language

I'd like to share some key figures. · Let's start with... · As you can see...
... has risen / fallen by... since... · ... has remained stable at around... · In 2023, ... fell sharply because...

Not everything is positive. · This is because of... · We have been working on... for... · Finally...